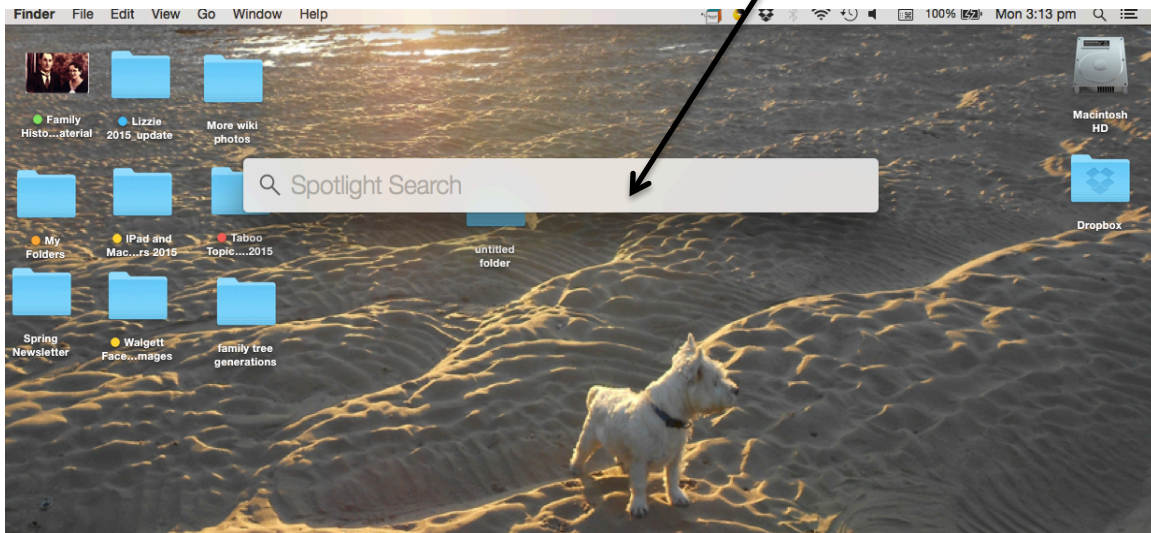
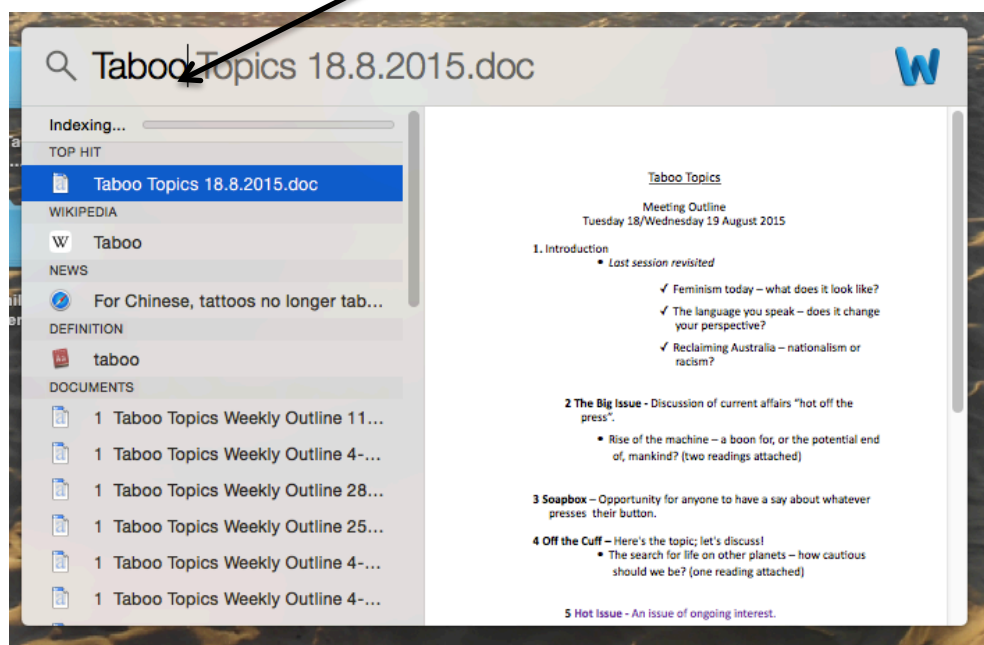


Using Spotlight Search on My Mac

Searching with Spotlight is easy. To use the Spotlight search bar, just press **Command-Space** or **click the magnifying glass icon** at the right of your menu bar.



Type one or several words and Spotlight will show showing matches. This example shows the word **Taboo** was typed into Spotlight search and a number of topics have shown as word documents from the 18.8.2015



Task

Open Spotlight using either the Command Shift or the Magnifying Glass

Type in the name of a contact you have in your mail or a document you know you have on your computer.